

# Coworking Space Membership Agreement

This Coworking Space Membership Agreement (the “Agreement”) is between *The Office@207Main* (“the Company”) and the undersigned Member (“You”). By signing this Agreement, you acknowledge and accept the terms outlined below.

This Agreement is not a lease; it provides a prepaid license to use shared workspaces and amenities as described. *The Office @ 207 Main* reserves the right to refuse service and/or update this Agreement at any time without notice.

## 1. Services

*The Office@207Main* provides access to coworking space based on your chosen membership plan. Services may include:

- 24/7 access
- Shared workspace
- High-speed shared use internet connection
- Access to office equipment, kitchen, and shared areas

All services are subject to availability and may change over time.

## 2. Payments

Your credit/debit card will be automatically charged at the time of purchase based on your selected plan.

## 3. Damages & Responsibility

Members are responsible for any damage caused by themselves and/or their clients/guests to the space, equipment, or furniture, whether it's accidental or due to neglect. *The Office@207 Main* may charge the member's payment method to recover the cost of repair/replacement at any time without prior notice

#### **4. Clients/Guests**

Must be 18 or older to reserve space

You're welcome to meet with clients/guests but you are fully responsible for them, including any damage, theft, or injury they may cause while in the space.

#### **5. Liability Waiver**

By signing this agreement, you agree to waive *The Office@207Main*, its staff, and affiliates from any responsibility for personal injury or property loss, even if caused by negligence.

**Indemnification.** You will indemnify *The Office@207Main*, its staff and affiliates from and against any and all claims, liabilities, and expenses including reasonable attorneys' fees, resulting from any breach of this Agreement by you or your guests, any of your or their actions or omissions. You are responsible for the actions of and all damages caused by you or your guests,

*The Office@207 Main* is not responsible for lost, stolen, or damaged personal items. Members agree to use the space at their own risk.

#### **6. Security & Access**

Access is private and assigned to each member. Sharing access codes, keys, or cards is not allowed and may lead to cancellation of access and/or loss of future access.

A **\$20 fee** will be charged for loss of or failure to return key

#### **7. Coworking Space Rules**

This is a shared environment that welcomes everyone—we expect all members to respect the space and others in it.

- Keep noise to a minimum; earbuds are your friend
- Avoid disruptive behavior
- Take care of shared equipment and furniture
- No installations or alterations
- Keep kitchen/bathroom areas clean

- No smoking/vaping of any kind or any materials while in the space or on the property
- No alcohol is allowed in the space or on the property
- No pets

## **8. No Tenancy or Residency**

Membership does not create a landlord-tenant relationship. You are not renting the space as a residence, and you may not use it as one.

## **9. Confidentiality**

While using the space, you may come across sensitive information from other members or companies. Please respect their privacy and don't share what isn't yours to share.

## **10. Expectation of Privacy**

You agree you have no expectation of privacy or security with respect to *The Office@207 Main's* internet connection, networks (including any stored computer files, email messages and voice messages), and your activity and any files or messages on or using any of those systems.

## **11. Cancellation & Termination**

You can cancel your membership by giving at least **24 hrs notice**

*Refunds:* Day Pass: No refund due without 24 hrs notice.

Monthly Pass: \$25 fee without 24 hrs notice

Pro-Rated: 30-day coworking space: \$6.67 per day

Pro-Rated: 30-day private office: \$13.00 per day

The company can terminate your membership at any time, without notice, for non-payment or breaking the rules.

## 12. Abandoned Property

Anything you leave behind after your membership ends may be considered abandoned. *The Office@207 Main* can move, store, or dispose of it.

***By signing below, you understand and agree to the terms of this Membership Agreement.***

**Member Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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